

September 5, 2003

TO: Board of Selectmen, Sewer Commissioners

FROM: Walter Foster, Chairman

SUBJECT: Selectmen and Sewer Commissioners Report

SEPTEMBER 8, 2003
MEETING BEGINS AT 7:00 P.M.

I. CITIZEN'S CONCERNS

II. PUBLIC HEARINGS & APPOINTMENTS

1. **7:02 WEST NILE VIRUS UPDATE** – Enclosed please find materials in the subject regard. Doug Halley, Health Director, will provide an update to the Board.
2. **7:07 PRESENTATION, GUINNESS WORLD RECORD** Members of Acton Day will be present to share their recognition by Guinness Book of Records regarding the certification of largest human flag at last year's Acton Day.
3. **7:10 ACTON MARKET, 465 GREAT ROAD, TRANSFER OF LIQUOR LICENSE -**
Enclosed please find the application and staff comment in the subject regard.
4. **7:15 VCC OVERSIGHT MEETING**
5. **7:30 NESWC OVERVIEW MEETING-** Review of Termination clause language of current contract and approval of public meeting schedule for continuing discussions.
6. **8:15 BOARD OF APPEALS OVERSIGHT MEETING**
7. **8:45 CVS, 393 MASSACHUSETTS AVE.** – Enclosed please find a request from CVS to obtain a 24 Hour Food Sales Permit for Board consideration.

III SEWER COMMISSIONERS' BUSINESS

8. A. Staff is asking for authorization to pursue expansion of sewer system to include Powder Mill Plaza and Acton Ford, subject to final approval of the Sewer Commissioners.

 B. Staff would like to propose an amendment of the Sewer Rules and Regulations – redefining “public sewers”

 C. CJP mediation settlement appeal mechanism.

IV. SELECTMEN'S BUSINESS

9. **ALG REPORT** – Chairman Foster will update the Board on the progress of ALG.
10. **REVIEW OF SEPTEMBER 11th OBSERVANCES-** The Chairman will update the Board.

11. **HEALTH INSURANCE TRUST REPORT**, Selectman Ashton will speak to the enclosed Trustee letter.
12. **MINUTEMAN TECH** – Enclosed please find a draft letter Selectmen Ashton will speak to, as well as correspondence from the Fin Com and Minuteman for Board consideration.
13. **TRAFFIC STUDY, POPE ROAD/STRAWBERRY HILL** – Enclosed please find the Client Authorization form from VHB for Board consideration.
14. **REQUEST TO INCREASE THE EMERGENCY MANAGEMENT DEPARTMENTS VEHICLE FLEET** - Staff requests that the Board authorize the acceptance of a 4 person cab pickup. Vehicle will be parked in front of town hall for inspection beginning at 6 P.M. on Monday.
15. **CROSSROADS DEVELOPMENT, LLC COMPREHESIVE PERMIT – MONITORING AGENT** – Enclosed please find the materials from Town Counsel for Board consideration.
16. **ACTON COMMUNITY HOUSING CORPORATION** – Enclosed please find a request from ACHC to expend \$1,800 from the New View Monies to pay for a First Time Homebuyer's course or Board consideration.
17. **EAGLE SCOUT AWARD CEREMONEY** – Enclosed please find an invitation to attend Geoffrey R. Blizzard's Court of Honor for Board assignment.
18. **OTHER BUSINESS**

V CONSENT AGENDA

19. **ACCEPT BOARD MINUTES OF JULY 14, 2003** – Enclosed please find a copy of the June 14 minutes for acceptance.
20. **REQUEST FOR REFINCINING of a LIP Unit** – Enclosed please find a request for the Chairman to sign the consent for the Dept. of Housing and Community Development before they will refinance.
21. **REQUEST FOR SIGN INSTALLATION** – Enclosed please find a request from the McQueen's for installation of a sign regarding Acton's Champions, Football Super Bowl to be located at the Acton-Boxborough town line for Board consideration.
22. **COMMITTEE APPOINTMENT, ACTON BOXBOROUGH ARTS COUNCIL** – Enclosed please find the Volunteer Application and VCC recommendation regarding the appointment of Ann R. Budner as a regular member of the Acton Boxborough Arts Council with a term to expire June 30, 2006, for Board consideration.
23. **BIMINI BLUES SITE PLAN SPECIAL PERMIT, 279 MAIN STREET, 5/29/03-392** – Enclosed please find a draft decision for Board Consideration.
24. **SUPPORT OF LEGISLATION REQUEST, REGARDING ELECTRIC UTILITY COMMITTEE, TOWN OF LEXINGTON** – Enclosed please find materials in the subject regard for Board consideration.
25. **ACTON CONGREGATIONAL CHURCH ANNUAL ANTIQUE AUCTION** – Enclosed please find a request from the Acton Congregation Church for approval of their Annual Auction, and staff comment for Board consideration.

VI. TOWN MANAGER'S REPORT

VII EXECUTIVE SESSION

There will be no need for an Executive Session at this time.

ADDITIONAL INFORMATION

Enclosed please find additional correspondence that is strictly informational and requires no Board action.

FUTURE AGENDAS

To facilitate scheduling for interested parties, the following items are scheduled for discussion on future agendas. This IS NOT a complete Agenda.

Sept. 22 Budget Priority Discussion, Cable Advisory Oversight Meeting, Planning Board Oversight Meeting, Update on FY04, Sewers O&M rate plan, review of final betterment schedule, review of sidewalk construction priority list for FY04

October 6 Conservation Oversight, Recreation Oversight, CPA Project Submission

October 20 BOH Oversight, TAC Oversight

Nov. 3 HDC Oversight, Historical Commission Oversight

Nov. 17

Dec. 1 & 15

GOALS 2002-2003

1. Labor Negotiations & Improve Labor Relations environment (Peter/Trey)
2. Improve Communication with Town Boards (Peter/Trey)
Implement Chairman Round Table (Trey) *(for Dec/Jan)*
Revisit 2020 Planning Process for direction to make this process more beneficial towards
Implementation of long-term vision (Trey).
3. Towne Building Reuse (Walter/Dore'/Peter)
4. ALG process be used for purpose of Budget Planning for FY04 (Walter/Trey)
5. Residential and Commercial Growth (Walter/Pam) *(PCRC EDC - Continuing to meet)*
6. Open Space and Recreation Plan (Peter/Walter) Completed
7. Health Insurance Trust Agreement (Peter) *(Peter still working on getting comments from Water District.)*
8. Decision on Pentamotion Accounting System (Dore'/Peter) *(Proposals are being looked at by staff)*
9. Process Planning for "Life after NESWC" (Pam/Peter) *(John Murray is looking at this)*
10. Joint IT process-organizational change (Walter/Dore')
11. Implement an on-going Public Relations campaign regarding budgetary situation (Trey/Walter)
(ALG put plan in place A/B)
12. Provide looking at salary levels in the organization, include liaison with Personnel Board (Trey/Peter) *(Need to look at budget)*
Based upon results of Salary Survey, conduct a thorough review of current salary levels (Trey/Peter)
(Need to look at budget override for Operating budget)
13. Broader community interface with Emerson Hosp.- Board of Health to take elder issues on (Pam)
14. Recreational field lack of space, prison land etc. (Walter)
15. Middlesex Pension alternatives (Walter)

GOALS carried forward

16. Public Safety Facility (Dore'/Trey)
17. Determine future of Vaillancourt House 17 Woodbury Lane. (Pam) *(No dialogue thus far as budgets have had the bottom fallout, Historical Commission issue and seek suggestions)*

Goals 2003-Selectmen folder